

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

May 18, 1972

MEMORANDUM 1971-33

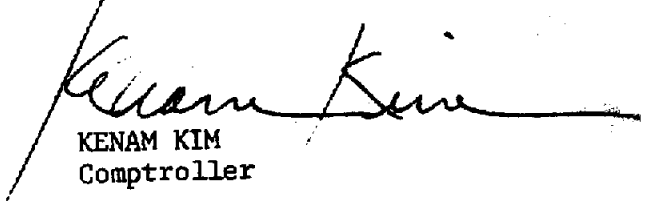
TO: Heads of Departments and Agencies
FROM: KeNam Kim, Comptroller
SUBJECT: Revised Payroll System

Several memoranda on the above subject have been issued in the last two months, most of which requested special assistance from departments and agencies in an effort to implement the revised payroll system May 1. Responses were consistently good; with the possible exception of input document preparation, which continues to be a significant problem, departments and agencies have given excellent cooperation in the implementation effort.

There have been other problems, however, that must be adequately resolved before the revised payroll system can be used for actual payment. Now that the first-half of May payroll period is closed, we are studying these problems and are hoping that resolving them will make the next implementation effort a much smoother one.

This memorandum is to notify all departments and agencies that payrolls submitted to Central Payroll in the interim must conform to the payroll system as it existed prior to the implementation effort that began May 1. Except with regard to fringe payrolls as explained in the following paragraph, all payroll change schedules and all other payroll-related documents will be processed under the existing payroll system in the manner and under the time schedules followed prior to May 1. This instruction will remain in effect until further written notice is given.

With respect to fringe payrolls, certain departments have found it workable to process such payrolls each pay period, rather than only on the first pay period of each month as is done under the existing payroll system. Accordingly, effective June 1, 1972, Central Payroll will accept such payrolls in both pay periods of a month. These payrolls are to be submitted to Central Payroll by noon of the 6th workday before pay day (on June 6 in the first-half of June payroll period), as provided for under the existing payroll system.


KENAM KIM
Comptroller